

THE COMMITTEE OF BAR EXAMINERS / OFFICE OF ADMISSIONS  
THE STATE BAR OF CALIFORNIA

**INSTRUCTIONS FOR APPLICATION TO TAKE  
THE JULY 2005 CALIFORNIA BAR EXAMINATION**

**NOTE:** These application instructions are not for applicants who took the February 2005 California Bar Examination. The application and instructions for applicants that took the February 2005 California Bar Examination will be available after the release of the February 2005 California Bar Examination results and will contain different deadlines.

**DATE:** Tuesday, Wednesday and Thursday, July 26, 27 and 28, 2005  
**TIME:** Morning and Afternoon on Tuesday, Wednesday, Thursday.

**Please carefully read these instructions.** Each applicant must be aware of all of the requirements that follow and comply with all those that are applicable. The completed application **must be typewritten or legibly printed in ink.** Separate application forms must be filed for moral character determination and to request testing accommodations for the first time.

**Send completed application with the appropriate fees to:**

Office of Admissions  
The State Bar of California  
DEPT. 7143  
Los Angeles, CA 90088-7143

**or CERTIFIED MAIL return receipt send to:**

Office of Admissions  
The State Bar of California  
1149 South Hill Street  
Los Angeles, CA 90015-2299

**Important Dates and Deadlines for the July 2005 California Bar Examination**

<b>Timely Filing Deadline</b>	<b>April 1, 2005</b>
<b>Withdrawal Deadline (60% refund)</b>	<b>May 2, 2005</b>
<b>Withdrawal Deadline (30% refund)</b>	<b>May 16, 2005</b>
<b>Final Deadline to Withdraw from Examination (No refund)</b>	<b>July 12, 2005</b>
<b>Final Filing Deadline</b>	<b>June 15, 2005</b>
<b>Change of Address</b>	<b>June 15, 2005</b>
<b>Examination Type Change Request (for Attorney Applicant only)</b>	<b>June 15, 2005</b>
<b>Test Center Change Request</b>	<b>June 15, 2005</b>
<b>Testing Accommodations Petition Final Filing Deadline</b>	<b>June 15, 2005</b>
<b>Laptop Certification Deadline</b>	<b>July 1, 2005</b>
<b>Final Eligibility Deadline</b>	<b>July 12, 2005</b>
<b>Proof of Admission (first-time Attorney Applicants)</b>	<b>July 12, 2005</b>
<b>Proof of Law Study (first-time Applicant for the General Bar Examination)</b>	<b>July 12, 2005</b>

**CALIFORNIA BAR EXAMINATION: GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION**

The California Bar Examination consists of the General Bar Examination and the Attorneys' Examination. The General Bar Examination has three parts: six essay questions, the Multistate Bar Examination (MBE), and two performance tests (PT'S). The parts of the examination may not be taken separately, and California does not accept the transfer of MBE scores from other jurisdictions. On Tuesday and Thursday applicants will have three hours to answer each set of three

essay questions, which are administered during the morning sessions, and three hours for each PT, which are administered during the afternoon sessions. The MBE will be administered on Wednesday.

The examination for those applicants who have applied for and are eligible to take the Attorneys' Examination will be administered on Tuesday and Thursday. It will consist of the six essay questions and two PT's from the General Bar Examination. **Applicants admitted to the Attorneys' Examination will not be permitted to take the Multistate Bar Examination.** Written notification of an attorney's decision to take the General Bar Examination instead of the Attorneys' Examination or to take the Attorneys' Examination instead of the General Bar Examination must be received in the Office of Admissions **by the final filing deadline for applications.** It will not be possible to allow a change after that date, and **applicants must pass the examination selected and approved by the Office of Admissions.**

The examination for all applicants begins Tuesday morning and applicants must be seated no later than twenty minutes before the beginning of the examination so that instructions may be given.

### Essay Questions

Each three-hour essay session consists of three essay questions. This part of the examination is designed to measure an applicant's ability to analyze legal issues arising from fact situations. Answers are expected to demonstrate the applicant's ability to analyze the facts of the question, to tell the difference between material facts and immaterial facts, and to discern the points of law and fact upon which the question turns. The answer must show knowledge and understanding of the pertinent principles and theories of law, their qualifications and limitations, and their relationships to each other. The answer should evidence the applicant's ability to apply the law to the given facts and to reason in a logical, lawyer-like manner from the premises adopted to a sound conclusion. An applicant should not merely show that they remember the legal principles, but should demonstrate his/her proficiency in using and applying them.

### Performance Test Questions

Performance test questions are designed to test an applicant's ability to understand and apply a select number of legal authorities in the context of a factual problem. Each question consists of a file and library, with instructions advising the applicant what task(s) should be performed. In addition to measuring an applicant's ability to analyze legal issues, performance test questions require applicants to: 1) sift through detailed factual material and separate relevant from irrelevant facts, assess the consistency and reliability of facts, and determine the need for and source of additional facts; 2) analyze the legal rules and principles applicable to a problem and formulate legal theories from facts that may be only partly known and are being developed; 3) recognize and resolve ethical issues arising in practical situations; 4) apply problem solving skills to diagnose a problem, generate alternative solutions, and develop a plan of action; and, 5) communicate effectively, whether advocating, advising a client, eliciting information, or effectuating a legal transaction.

Performance test answers are graded on the applicant's responsiveness to instructions and on the content, thoroughness, organization and persuasiveness of written tasks.

### Multistate Bar Examination (MBE)

The Multistate Bar Examination (MBE), which is administered on Wednesday, is developed by the National Conference of Bar Examiners (NCBE). This portion of the examination is an objective six-hour examination containing 200 questions, which is divided into two three-hour sessions during which 100 questions are administered. The MBE tests six subjects: Constitutional Law, Contracts, Criminal Law, Evidence, Real Property, and Torts. A "Bulletin of Information for Applicants" concerning the Multistate Bar Examination (MBE) is available through the NCBE website [www.ncbex.org](http://www.ncbex.org).

## **EXAMINATION ADMINISTRATION RULES AND POLICIES**

Failure to follow oral and written instructions while the examination is in session will result in notice to the Committee of Bar Examiners (Committee) of a violation of examination rules in accordance with Rule XII, *Rules Regulating Admission to Practice Law in California (Rules)*. Conduct that results in a violation of security or disrupts the administration of the examination, which includes, but is not limited to, carrying unauthorized items into the examination room, writing or typing after time has been called, looking at another applicant's papers, talking while the examination is in session, being abusive to other applicants, staff, proctors and/or other examination personnel, could result in notice to the Committee of a violation of examination rules or, in some cases, dismissal from the examination test center. Applicants are expected at all times to maintain a professional attitude toward other applicants, staff, proctors and other

examination personnel. Behavior that is disruptive will be reported to the Committee for possible consideration in connection with an applicant's moral character determination.

**Only the following items are allowed into the test centers without prior approval:**

- |   |                   |  |
|---|-------------------|--|
| 1. The examination materials distributed  | 9. One book stand | 17. Hearing aids   |
| 2. Pencils or pens  | 10. One foot rest | 18. TENS Units   |
| 3. Silent analog watches, timers and clocks not measuring larger than 4"x4" inches or smaller | 11. Splints       | 19. Eyeglasses   |
| 4. Rulers   | 12. Braces        | 20. Ear plugs or plastic material normally associated with the sport of swimming |
| 5. Paper clips  | 13. Inhalers      | 21. Feminine hygiene items   |
| 6. Highlighters   | 14. Crutches      | 22. Medicine   |
| 7. Back Support   | 15. Wheelchairs   | 23. Wallets  |
| 8. Up to two pillows without cases  | 16. Casts         |  |

Applicants who wish to bring items into an examination test center that are not listed above must file a request for testing accommodations using the appropriate Committee forms, which must be filed in conformance with Committee policies no later than the testing accommodations petition final filing deadline. Permission to use specific items will not be granted as a matter of convenience or preference. Applicants cannot bring gum, candy or other food or drinks into the examination room.

## TEST CENTER ENVIRONMENT

While every effort will be made to keep the temperature of the test center at an appropriate level, applicants should be prepared for either warm or cold temperatures. Additionally, efforts will be made to keep the test center quiet, but there may be forces outside the control of the Committee so that such an environment cannot be guaranteed. Applicants should come prepared to accommodate other noises, such as those made by other applicants taking the examination, equipment inside or outside the test center that may make sounds while operating, other meetings or conventions in the same facility, etc. Ear plugs are strongly recommended.

## EXAMINATION TEST CENTERS

**Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with city ordinance.**

Applicants must select the test center in which they wish to take the examination. Only a limited number of applicants can be accommodated at each test center. Priority of assignment to the test centers will be based upon the date of receipt of **completed** applications. When the test center given first preference is full, the second choice or third choice will be assigned. If all three choices are full, applicants will be assigned to the closest available test center. Eligibility for test centers will be restricted as indicated below.

Only those applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S"). Selection of a testing accommodations test center initiates the request for testing accommodations for this administration of the examination and does not guarantee assignment to that test center. All other applicants with disabilities should select from the non-testing accommodations test centers listed below.

If after filing the application form, applicants are granted accommodations, in most cases but not all, they will be assigned to a testing accommodations test center in the general area of their first choice. Notice of the test center to which they have been assigned will be forwarded with the letter advising them of the accommodations granted/modified/denied. Applicants unsure whether their disabilities are permanent or temporary should clarify their status prior to the final filing deadline. Deadlines will not be extended in those cases where an applicant had a temporary disability and did not file a new petition by the final filing deadline.

Applicants should carefully select the test center at which they wish to take the examination and enter the name on the line and the code in the space provided on page 3 of the application form. Applicants wishing to change the test center to which they have been assigned must submit a written request and such request must be received in the Los Angeles Office of Admissions no later than the final test center change deadline. Request to change to a laptop test center will not be accepted.

**LOS ANGELES AREA ..... ELIGIBILITY OPEN**

Ontario Convention Center 2000 Convention Center Way. Ontario	Code <u>W400</u> (Writers)
Ontario Convention Center 2000 Convention Center Way Ontario	Code <u>L400</u> (Laptop Computers)
Pasadena Convention Center 300 East Green Street Pasadena	Code <u>L102</u> (Laptop Computers)
Testing Accommodations - LA Area (Los Angeles area Testing Accommodations test center to be determined)	Code <u>S001</u>

**SAN DIEGO ..... ELIGIBILITY - Restricted to San Diego Residents**

Town & Country Resort & Convention Center 500 Hotel Circle North San Diego	Code <u>W302</u> (Writers)
Town & Country Resort & Convention Center 500 Hotel Circle North San Diego	Code <u>L302</u> (Laptop Computers)
Sheraton Four Points Hotel 8110 Aero Drive San Diego	Code <u>S301</u> (Testing Accommodations -Writers Typists/Laptop Computers)

**SAN FRANCISCO BAY AREA ..... ELIGIBILITY OPEN**

San Mateo Exposition Center 2495 South Delaware Street San Mateo	Code <u>W620</u> (Writers)
Oakland Convention Center 1001 Broadway Oakland	Code <u>L600</u> (Laptop Computers)
Crowne Plaza Hotel 1177 Airport Blvd. Burlingame	Code <u>S623</u> (Testing Accommodations - Writers Typists/Laptop Computers)

**SACRAMENTO ..... ELIGIBILITY OPEN**

Sacramento Convention Center  
1400 "J" Street  
Sacramento

Code W705 (Writers)

Sacramento Convention Center  
1400 "J" Street  
Sacramento

Code L701 (Laptop Computers)

Sacramento Hilton Inn  
2200 Harvard Street  
Sacramento

Code S706  
(Testing Accommodations - Writers  
Typists/Laptop Computers)

## FEES:

### All Applicants Must Pay the Required Fees

1. California Bar Examination Fee  
General Applicants ..... \$464.00  
Attorney Applicants ..... \$674.00
2. Laptop Computer Fee (Applicable only if using laptop computer) ..... \$104.00  
Late Laptop Computer Fee (Request received subsequent to filing application) ..... \$15.00

Applicants must detached the payment coupon from the application form and complete the form by providing the applicant's full name, social security number, amount paid, and indicate application type.

**Checks should be made payable to The State Bar of California.**

## TIMELY FILING DEADLINE

To avoid payment of a late filing fee, an application must be received in the State Bar's Office of Admissions or postmarked on or before the timely filing deadline. The Office of Admissions is not responsible for lost, misdirected, or postage-due mail. Checks or money orders must have a current date. Post-dated checks will not be accepted. If a post-dated check is received, the application will be returned and if the application is then properly submitted, any late filing fee in effect at that time will be charged.

## LATE FILING INFORMATION

In addition to the application fee, all applications filed between the dates listed below must be accompanied by a late filing fee:

	DATES	LATE FILING FEES
<b>FROM:</b>	April 2, 2005 - April 29, 2005	\$ 50.00
	April 30, 2005 - June 15, 2005	\$250.00

## TIMELY FILING/LATE FEES

For the purpose of determining the need for a late filing fee and the amount, if required, an application will not be deemed filed until the proper fees are paid. For an application to be considered filed on a particular date, it must have been postmarked by the filing deadline.

To be accepted, an application and fees must be received by the Office of Admissions or postmarked on or before the final filing deadline. **Applications postmarked after the final filing deadline will not be accepted.**

## COMPLETION OF APPLICATION

Before filing the application, please check to see that all questions have been answered, the application is signed and the correct fee is included. Any application not meeting these requirements is considered incomplete and will not be considered filed until it is brought to a complete status. **If an application is considered incomplete, a completion fee of \$20.00 will be required, in addition to any late fees applicable at the time the application is brought to a complete and filed status. Applications that are not brought to a complete and filed status within 60 days of**

**receipt, or the final eligibility deadline will be abandoned. No refund of fees will be paid in the event an application is abandoned.**

Each applicant should retain a copy of his/her complete application for reference in the event that another application must be filed in the future.

## **RETURNED CHECKS**

A charge of \$20.00 will be assessed when checks are not negotiated and are subsequently returned. **Any late filing fee in effect at the time the check is covered will also be required. Stopping payment on a check, dishonoring a check or disputing a credit card charge does not constitute withdrawing from an examination. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashier's check prior to being allowed to take any future examination. Applications will be considered abandoned if full payment has not been received by the final eligibility deadline and no fees will be refunded.**

## **SELECTION OF APPLICANT STATUS**

Each applicant must indicate under question 1.3 whether he/she is applying as a General Applicant for the General Bar Examination, Attorney Applicant for the General Bar Examination or an Attorney Applicant for the Attorneys' Examination.

**General Applicants:** All applicants who have fulfilled the legal education requirements of Rule VII of the *Rules*, but have not been admitted to practice law in any jurisdiction including jurisdictions other than those in the United States, are classified as General Applicants and must take the General Bar Examination.

**Attorney Applicants:** All applicants who have been admitted to practice law before the highest court of any sister state in the United States or before the highest court of any state or country other than the United States are classified as Attorney Applicants. A current Certificate of Good Standing must be submitted with the application. All Attorney Applicants, whether taking the General Bar Examination or Attorneys' Examination, are subject to the fees for attorneys.

## **PROOF OF LAW STUDY**

Following the filing of the application to take the General Bar Examination, certification forms will be mailed to the applicant's law school for completion. The school must certify the applicant's educational eligibility in compliance with the *Rules Regulating Admission to Practice Law in California*. If the law school fails to provide such certification or certified transcripts, the applicant will be notified 10 business days prior to the final eligibility deadline. If proof of law study is not provided by the final eligibility deadline, the application will be abandoned and no refund of fees will be paid.

If the school provides a certification, they must also submit a certified law school transcript. It can be submitted with the certification or separately no later than 15 days following administration of the examination. Failure to do so will result in the applicant's eligibility status being voided, and the applicant will not be eligible for any subsequent examination until the transcript is received.

Most law schools located outside of California require that applicants personally request and submit a fee for certified transcripts. If an applicant's law school requires that the applicant personally request transcripts and/or pay a transcript fee, the applicant will need to fulfill the requirements for the release of the required transcripts.

Applicants who submit applications less than three weeks prior to the final filing deadline are advised to contact their law schools directly to request that certified transcripts be sent to the Office of Admissions prior to the final eligibility deadline to avoid abandonment of the application.

Note: Foreign educated applicants should contact the Office of Admissions regarding eligibility before filing an application.

## **ATTORNEY ELIGIBILITY (First-time Attorney Applicants)**

An applicant who has been admitted as an attorney in another United States jurisdiction or to the highest court of a foreign jurisdiction is considered an attorney applicant. For the purpose of determining an attorney applicant's eligibility to take either the General Bar Examination or Attorneys' Examination, proof of admission (a current Certificate of Good Standing) from the highest court of each jurisdiction to which the applicant has been admitted must be submitted to the Los Angeles Office of Admissions. Proof of admission must be received no later than the final eligibility deadline. All

attorney applicants must indicate on the application whether they are applying to take the General Bar or Attorneys' Examination.

Attorney applicants admitted in the United States for less than four years and those admitted in the United States, but not in good standing in the jurisdiction to which admitted, must apply to take the General Bar Examination as attorney applicants. Applicants admitted in foreign jurisdictions are not eligible to take the Attorneys' Examination and must apply to take the General Bar Examination.

Attorney applicants admitted in the United States who submit proof that they have been active members in good standing for at least four years immediately preceding the first day of the administration of the California Bar Examination for which the applicant applied to take the examination may elect to take the Attorneys' Examination. Once an attorney applicant is determined eligible to take the Attorneys' Examination, he/she must immediately notify the Committee regarding any status change in membership to the bar of any jurisdiction to which admitted. Upon notification, a determination must be made as to whether the applicant's eligibility for the Attorneys' Examination is affected.

**Applicants for the Attorneys' Examination will not be permitted to take the Multistate Bar Examination (MBE).** Written notification of an attorney's decision to take the General Bar Examination instead of the Attorneys' Examination must be received in the Office of Admissions on or before the final filing deadline. It will not be possible to allow a change after that date, and **applicants must pass the examination selected and approved by the Office of Admissions.**

If proof of admission is not received by the final eligibility deadline the application will be abandoned and no refund of fees will be paid.

#### **FOREIGN EDUCATED (NON-ATTORNEY) ELIGIBILITY**

First-time applicants whose legal education was obtained outside the United States and who are not admitted to practice law in that foreign jurisdiction must request an evaluation from the Office of Admissions for a determination of eligibility to take the bar examination. It is recommended that this be done before filing the application for the examination to avoid paying the application fee, a portion of which is not refundable if the applicant is not eligible for the examination.

Applicants whose legal education was obtained in non-common law of England jurisdictions and who are not admitted to practice law in a foreign jurisdiction are not eligible to take the General Bar Examination without completing additional law study. Such applicants must contact the Eligibility Section of the Office of Admissions for further information regarding qualification to take the bar examination.

#### **INELIGIBLE APPLICANTS**

Applicants for an examination who are subsequently found not to have completed the requisite legal education will be deemed ineligible. Such applicants are entitled to a 60% refund of all qualifying fees paid in connection with the examination if transcripts proving ineligibility are received in the Office of Admissions no later than the final eligibility deadline. **No refund will be processed unless academic deficiency is substantiated by certified law school transcripts, and such transcripts indicating all law study completed must be received by the Office of Admissions no later than final eligibility deadline.**

Those applicants who will not meet their school's graduation requirements prior to the administration of the examination, but who meet the requirements of Rule VII, Section 2(b) of the *Rules* for eligibility to take the Bar Examination will be considered eligible and **will not** be entitled to a refund of fees due to ineligibility.

#### **APPLICATION ACKNOWLEDGMENT**

An application acknowledgment letter will be sent 2-4 weeks after receipt of an application. Applicants who do not receive an acknowledgment letter should contact the Los Angeles Office of Admissions.

#### **APPLICATION ABANDONMENT**

An application that is not brought to a complete and filed status by the final eligibility deadline will be abandoned. This includes requisite fees, signature, or required documentation. Once the application is filed, if the applicant receives notice to provide information, but does not provide such information by the final eligibility deadline, the application will

be abandoned. No refund of fees will be paid in the event an application is abandoned. Any outstanding fees will be required to be paid before an applicant is allowed to take any future examination.

Inquiries regarding the status of an application should be made in writing rather than by telephone.

**REGISTRATION**

Any person submitting an Application to Take the California Bar Examination must have registered as a law student or as an attorney applicant with the Committee of Bar Examiners (Committee) prior to submitting the application in compliance with Section 6060 of the Business and Professions Code and Rule V of the *Rules*. All applicants for admission to practice law are required to provide a social security number pursuant to Business and Professions Code Section 30 (State of California's tax enforcement provisions) and Family Code Section 17520 (Child Support Enforcement Program). If an applicant has not done so, a separate **"Registration"** must be completed and filed with the appropriate registration fee and late fee. Registration is **only available online** at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions). The registration may be filed simultaneously with the application to take the California Bar Examination, although earlier filing is strongly encouraged. If an applicant fails to register within 10 days following the receipt of their application, the application will be terminated and a refund of the applicant's application fees will be processed. If an applicant decide to register and reapply after the application has been terminated, the applicant will be subject to any applicable deadlines and late fees

**REPEATERS**

**A new application must be completed and filed with the appropriate fees for each examination.** Unless additional formal study is undertaken, further proof of law study need not be filed.

**WITHDRAWALS/ABSENCES/INELIGIBLES**

In order to withdraw from the examination, the Withdrawal Form at the end of these instructions should be used, or a letter may be sent to the Los Angeles Office of Admissions. Withdrawal requests received after the final withdrawal deadline will not be processed. An applicant who withdraws from the examination or is absent, or is deemed ineligible, is subject to the same filing deadlines as applicants who did not take the previous examination and must file a new application.

Requests for reinstatement of an application will be honored only if accompanied by all appropriate fees including the current late filing fee in effect at the time of reinstatement. No requests for reinstatement will be honored after the final filing deadline for the examination being administered.

**WITHDRAWAL DEADLINES**

Requests to withdraw from the July 2005 California Bar Examination must be postmarked on or before the dates listed below in order to qualify for a refund.

DATE	PERCENTAGE
May 2, 2005 (30 days after timely filing deadline)	60% refund
May 16, 2005 (45 days after timely filing deadline)	30% refund

**WITHDRAWAL REFUND POLICY**

A copy of the Committee of Bar Examiners' Refund of Fees Policy and Refund Request Form are available online at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions).

**The transfer of fees from one examination to another is prohibited.**

Refunds requested due to hospitalization, death or call to active duty in the armed forces of the United States will be considered in accordance with the Committee's Refund of Fees Policy.

**THE USE OF LAPTOP COMPUTERS**

Applicants wishing to use a laptop computer must select a laptop computer test center and pay the additional non-refundable fee. This includes applicants with disabilities who elect to use a computer. Applicants must furnish their own laptop computers. Applicants preliminarily assigned to laptop computer test centers must be certified no later than the



**laptop certification deadline.** Applicants may get certified with ExamSoft after April 15 or 7 days after their application is received by the Office of Admissions, whichever date is later. To access the certification information, applicants will be required to go to [www.examsoft.com/calbar](http://www.examsoft.com/calbar). The process will not be available until the applicant's examination application has been entered into the State Bar's computer system. Final assignment to a laptop test center will be done on a first-certified basis.

To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

- Bring a laptop personal computer that has ExamSoft's SofTest software pre-installed and that has been registered by the final certification deadline. The software will be available for downloading from a designated web site in advance of the examination;
- Have an IBM compatible laptop computer with the following minimum specifications found at <http://www.examsoft.com/generic/frame.asp?faqapp> ;
- Have had experience working with the computer and the software prior to administration of the examination;
- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, disks or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that the Committee assumes no liability in the event there is a malfunction of the software or equipment, etc.

If the correct software has not been pre-installed and applicants have not been certified with SofTest by the established deadline, they will not be allowed to use their computers and they will be required to take the examination at an alternate test center.

Upon conclusion of each session of the examination, applicants' answers will be printed using printers provided by the State Bar's Office of Admissions. Applicants will be allowed to use the entire timed portion of the examination for writing their examination answers. Applicants will not be allowed to review their printed examination answers following conclusion of each session, and only unsuccessful applicants will be allowed to view their answers after results have been released.

Applicants wishing to take the examination on a laptop computer are encouraged to apply online at [www.calbar.ca.gov/admission](http://www.calbar.ca.gov/admission) to avoid any delays in being certified. Applicants that are not certified by the laptop certification deadline will not be allowed to take the examination by laptop computer and will be transferred to a writing test center.

## **TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES**

**Applicants with disabilities are encouraged to make arrangements for testing accommodations well in advance of an examination and should file a petition no later than at the time an application to take an examination is filed.** Initial processing of a petition generally takes a minimum of 30 days and processing of petitions requiring review by outside consultants retained by the Committee or those requiring applicants to submit additional documentation may take longer. In order to ensure that processing is completed timely and that applicants are able to avail themselves of all administrative remedies, early filing is strongly encouraged.

All petitions for testing accommodations **based upon disabilities existing prior to the testing accommodations petition final filing deadline, must be received by the Committee no later than the final filing deadline for testing accommodations petitions, although earlier filing is strongly encouraged.** The fact that an applicant was unable to get an appointment with his/her specialist before the final filing deadline, is not grounds for consideration as an emergency petition. Petitions may be filed prior to filing an application for the examination; however, the applicant must be registered with the Committee, otherwise the petition will not be processed. Requests for new or expanded accommodations from applicants who received accommodations during previous examinations must also be received no later than the testing accommodations final filing deadline and must be filed separately, on the Committee's form, from the examination application form.

Testing accommodations are available to individuals with mental or physical disabilities as defined under Rule XVII of the *Rules*. Depending on the nature of the disability, accommodations may include assistants (i.e. readers, helpers, etc.),

wheelchair access, permission to dictate, customized timing, separate testing room, customized examination materials (i.e. braille, large print, etc.), and permission to bring and use specific items or medical aids. The applicant and his/her physician/specialist should request what they think is necessary to allow the applicant to compete on an equal basis with all other applicants and provide adequate rationale to support their request. The Committee's policies, procedures and forms to file a petition for testing accommodations are available online at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions) or upon request.

Applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S").

**Petitions without the required documentation will not be considered complete until all necessary documentation is received, which must be no later than the final filing deadline. Subsequent requests for testing accommodations and new petitions for testing accommodations received after the final filing deadline will not be processed for the July 2005 administration of the California Bar Examination.**

**ALL first-time petitions, requests for expanded accommodations and petitions filed by applicants with a temporary disability must be filed separately from the application for the examination and must be on the Committee's forms. Petitions, with all necessary forms and documentation, must be received by the Committee no later than the testing accommodations petition final filing deadline.**

#### **DEADLINES WILL NOT BE EXTENDED.**

Petitions should be sent to the San Francisco Office of Admissions. Applicants with disabilities requesting to use a computer must pay the applicable fee. If, however, an applicant's disability directly relates to use of a computer, a request for a refund of the fee paid may be filed with the Testing Accommodations department in San Francisco. The request for a refund must be accompanied by the appropriate documentation.

#### **PICTURE ID REQUIRED**

During the first day of the administration of the examination, applicants will be asked to show a photograph ID card (Driver's License, California Identification Card, Passport or photograph employment badge) for the purpose of verification of identity. **Applicants must carry this photograph identification card at all times during the examination. Applicants who fail to provide such identification prior to the close of the second day of the administration of the examination will not be allowed to continue the examination.**

#### **ADMITTANCE CARDS**

Admittance cards are mailed to eligible applicants four to six weeks prior to the administration of the examination. Any applicant not receiving an admittance card **two weeks prior to the examination** and who has not otherwise been notified of being ineligible, must contact the Office of Admissions to secure a duplicate card.

#### **EXAMINATION ATTENDANCE POLICY**

If an applicant does not attend a required, scheduled examination session, the applicant will not be permitted to attend any remaining examination session(s). For instance, if an applicant is taking the General Bar Examination and does not attend the Tuesday morning session, the applicant will not be allowed to take any other remaining sessions on Tuesday afternoon, Wednesday or Thursday. Applicants taking the Attorneys' Examination are excused from the Wednesday sessions and so would be allowed back into the examination test center on Thursday morning if they were present for both sessions on Tuesday.

#### **INFORMATION REGARDING GRADING**

All examinations answers submitted will be graded. This includes the answers of applicants who may get ill during the examination and do not complete the examination in its entirety.

A phased grading procedure is used to grade the examination. To pass the examination in the first phase of grading an applicant must have a total scaled score (after one reading) of at least 1466 out of 2000 possible points. Those with total scaled scores after one reading below 1390 fail the examination. If the applicant's total scaled score is at least 1390 but less than 1466 after one reading, that applicant's examination is read a second time by a different set of readers. If the applicant's averaged total scaled score after two readings is 1440 or higher, that applicant passes the examination.

If the total averaged scaled score is less than 1412, that applicant fails the examination. If after two readings the averaged total scaled score is at least 1412 but less than 1440, or if the applicant received a single read scaled score of more than 1440 but less than 1466, that applicant's examination is automatically sent to reappraisal where a member of the Board of Reappraisers determines whether the examination as a whole merits a pass.

The Committee utilizes a grading procedure designed to assure that the difficulty of passing the examination remains unchanged from examination to examination. The statistical technique, called scaling, converts scores on the written section to the same scale of measurement as the MBE. Since the MBE is an "equated" examination (whose scores are adjusted to control examination to examination variations in test difficulty), converting the written section to the MBE scale results in an overall examination which remains at a constant difficulty level, regardless of the differences in the degree of difficulty of the questions from examination to examination and differences in the leniency of the grading from one examination to the next. The examination has two parts: the MBE, which accounts for 35 percent of the total score, and the written section, which accounts for 65 percent. Scaling assures that the two sections of the examination carry the relative weights assigned to them. California adjusted MBE scores are reported on a scale ranging from 0 to 2000 points. On the written section of the examination, applicants are graded initially on a basis of 1000 possible points: 100 points for each of the six essay questions and 200 points for each of the two performance tests. The scores obtained on the written section of the examination are then translated to the 2000-point MBE scale. An applicant's total score is the equated MBE score (on the 2000-point scale) multiplied by .35 plus the converted score on the written section multiplied by .65.

Attorney applicants who take the Attorneys' Examination also have their scores on the written section placed on the same scale of measurement as general applicants, but as they are exempt from the MBE, their pass/fail status is based solely on the written section.

## BAR EXAMINATION STUDY AIDS

Materials that might be of assistance to applicants in determining what the Committee desires in an answer to a bar examination question are available in the form of past Essay Questions and Selected Answers, Performance Tests and Selected Answers. Forms to order materials are available online at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions).

Essay questions, performance tests and selected answers from past administrations of the examination are available free of charge online at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions). Study aids from the July 2005 examination will be available in December 2005.

An information booklet regarding the MBE can be downloaded from the National Conference of Bar Examiners' website at [www.ncbex.org/pub.htm](http://www.ncbex.org/pub.htm). Sample MBE study aids can be ordered from [www.ncbex.org/pub.htm](http://www.ncbex.org/pub.htm).

## MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

In addition to passing the California Bar Examination, applicants for admission to practice law in California must take and pass the Multistate Professional Responsibility Examination (Rule VIII of the *Rules*). The required minimum score on the Multistate Professional Responsibility Examination in California is an unrounded, scaled score of 79.00. **A separate application must be filed for that examination. This application may be obtained from the National Conference of Bar Examiners or from California law schools.** All questions concerning the administration and/or grading of this examination should be directed to the offices of the National Conference of Bar Examiners. An applicant must have registered with the Committee as a law student or attorney prior to having the score transferred to ensure that the score is appropriately recorded.

It is necessary for an applicant to request that the National Conference of Bar Examiners report his/her score to California. **Simply being a California applicant or resident will not cause this to occur. To ensure the accurate reporting of scores, an applicant's California registration number is required on the score report form.** Applications and other information can be obtained at [www.ncbex.org](http://www.ncbex.org) or [www.act.org/mpre](http://www.act.org/mpre) or

NATIONAL CONFERENCE OF BAR EXAMINERS  
MPRE Application Department  
Post Office Box 4001  
Iowa City, IA 52243-4001  
PHONE: (319) 341-2500  
TDD (319) 337-1701 ( must call from a TDD)

## **MORAL CHARACTER DETERMINATION**

In addition to passing the required examinations, applicants seeking admission to practice law in California must file an Application for Determination of Moral Character. The application is a separate form and initiates the moral character review process. That application may be filed at any time but applicants should be aware that the processing of these applications takes approximately 180 days and sometimes longer. Applicants are not eligible for admission until a positive moral character determination has been made and all other admission requirements have been met.

An attorney who has been admitted to practice law in any sister state or in any jurisdiction, territory, dependency or possession that the United States now holds or hereafter acquires or who has been admitted to practice in any foreign jurisdiction, but who is not in good standing in any such state, jurisdiction, territory, dependency or possession because of having been suspended or disbarred from practice as a result of a disciplinary proceeding may not file an Application for Determination of Moral Character while so suspended or disbarred.

## **CHILD SUPPORT STATE LICENSING MATCH SYSTEM**

Applicants who have met all other requirements but who have been certified by the State Department of Social Services as being in non-compliance with court ordered child or family support will not be certified to the Supreme Court as qualified to practice law in California unless the appropriate release has been obtained. See Section 8, Rule II of the *Rules*.

## **TIME LIMITATIONS FOR ELIGIBILITY FOR ADMISSION**

No applicant shall be eligible for certification to the Supreme Court of California for admission to practice law unless such certification shall have been made and the applicant shall have taken the attorney's oath of office within five years after the last day of the California Bar Examination at which the applicant was successful, unless for good cause in a particular case the Committee extends such time limitation.

## **ADDRESS CHANGE AND RELEASE OF RESULTS**

Applicants should notify the Office of Admissions in writing of any address changes following the filing of the application. In order for the Office of Admissions of The State Bar of California to update an applicant's address in its records, the request must be accompanied by a photocopy of one piece of identification. Accepted examples: Driver's License, Passport, CA Identification Card, Military ID Card, or Birth Certificate. A form for submitting an address change is available online at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions) or at the end of these instructions.

Results from the examination will be mailed to the address of record as of the first day of the month of the scheduled date of release. Address changes received after that date will not be processed for purposes associated with the mailing of results.

Results from the July administration of the examination are scheduled for mailing on November 18, 2005. Beginning at 6:00 p.m. on the date the results are mailed, results will be available to applicants through the Internet. Applicants will be able to access the State Bar's Home Page, enter their registration and application numbers to find whether their names appear on the pass list. Application numbers are assigned following receipt of completed application forms and communicated to applicants on the admittance tickets for the examination. The tickets should be retained by the applicants after the examination is administered to enable easy access to those numbers at the time results are released. The State Bar's Home Page address is <http://www.calbar.ca.gov>.

If admittance tickets are lost, requests for application numbers for the purpose of accessing the pass list through the State Bar's Home Page must be in writing and the numbers will not be released over the telephone.

## **RULES REGULATING ADMISSION TO PRACTICE LAW IN CALIFORNIA**

The Application to Take the California Bar Examination will be processed in accordance with the *Rules*. The current *Rules* are available online at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions).

### **SCOPE OF THE CALIFORNIA GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION**

The examinations are structured so that applicants may be required to answer questions involving issues from all of the subjects listed below.

- |                               |                                |
|-------------------------------|--------------------------------|
| 1. Civil Procedure            | 7. Evidence                    |
| 2. Community Property         | 8. Professional Responsibility |
| 3. Constitutional Law         | 9. Real Property               |
| 4. Contracts                  | 10. Remedies                   |
| 5. Corporations               | 11. Torts                      |
| 6. Criminal Law and Procedure | 12. Trusts                     |
|                               | 13. Wills and Succession       |

#### **Instructions Regarding Professional Responsibility**

Performance tests and/or essay questions may test knowledge of the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, and leading federal and state case law on the subject in addition to the ABA Model Rules of Professional Conduct and ABA Model Code of Professional Responsibility. Professional responsibility issues may be included in conjunction with any subject tested on the examination.

The Multistate Professional Responsibility Examination is a separate requirement for admission to practice law in California.

#### **Instructions Regarding Wills and Succession**

Applicants are expected to be familiar with the following provisions of the California Probate Code and understand California law in the specific areas noted:

##### Division 2. General Provisions

Part 1. Effect of Death of Married Person on Community and Quasi-Community Property, Sections 100-103

Part 3. Contractual Arrangements Relating to Rights at Death, Sections 140-147, 150

Part 5. Simultaneous Death, Sections 220, 222-224

Part 6. Distribution Among Heirs or Beneficiaries, Section 240

##### Division 6. Wills and Intestate Succession

Part 1. Wills

Chapter 1. General Provisions, Sections 6100, 6101, 6104, 6105

Chapter 2. Execution of Wills, Sections 6110-6113

Chapter 3. Revocation and Revival, Sections 6120, 6121, 6123

Part 2. Intestate Succession, Sections 6400-6402

Part 3. Family Protection

Former Chapter 5. Spouse and Child Omitted from Will, Former Sections 6560-6562, 6570-6573 [for decedents dying prior to January 1, 1998]

## Division 11. Construction of Wills, Trusts and Other Instruments

Part 1. Rules of Interpretation of Instruments, Sections 21105, 21109, 21110, 21137

Part 6. Family Protection: Omitted Spouses and Children [for decedents dying on or after January 1, 1998]

Chapter 2. Omitted Spouses, Sections 21610-21612

Chapter 3. Omitted Children, Sections 21620-21623

### **Uniform Commercial Code**

The following provisions of the Uniform Commercial Code should be used where pertinent in answering the essay questions:

- a. All of Article 1;
- b. All of Article 2;
- c. Those provisions of Article 9 concerning Fixtures

### **FURTHER COMMUNICATION**

The Committee requests that inquiries be submitted in writing to the appropriate address listed below. This will enable the staff to review the applicant's file prior to responding and provide for precise rather than generalized responses. If an inquiry relates to a genuine emergency and requires immediate attention, the telephone numbers listed are provided for assistance in such circumstances.

Office of Admissions  
The State Bar of California  
1149 S. Hill Street  
Los Angeles, CA 90015-2299

-or-

Office of Admissions  
The State Bar of California  
180 Howard Street  
San Francisco, CA 94105-1639

#### **Los Angeles**

#### **San Francisco**

Recorded General Information/

Moral Character Application Requests

(213) 765-1550

(415) 538-2300

Forms/Study Aids Requests

(213) 765-1520

(415) 538-2303

Law Student/Attorney Registration

(213) 765-1500

(415) 538-2303

Petitions

(213) 765-1500

(415) 538-2303

Testing Accommodations

(415) 538-2185

Other Information

(213) 765-1500

(415) 538-2303

TDD Numbers

(213) 765-1566

(415) 538-2231

The State Bar's Office of Admissions is open for the transaction of business between the hours of 8:45 a.m. and 5:00 p.m., Monday through Friday, holidays excepted. Cash, cashier's checks, travelers checks, money orders and personal checks will be accepted between 8:45 a.m. and 4:30 p.m. From 4:30 p.m. to 5:00 p.m., only personal checks will be accepted.

Information concerning the State Bar of California, the admissions process and applying online is available at [www.calbar.ca.gov/admissions](http://www.calbar.ca.gov/admissions).

### **IMPORTANT**

Before mailing the application, an applicant should check the following:

- ☐ Is the **correct** fee included?
- ☐ Are three test center names and codes correctly indicated on the application?
- ☐ Is each question answered fully and completely?
- ☐ Is the application signed?

Any necessary attachments should be stapled to the front cover of the application.

# WITHDRAWAL FORM

An applicant wishing to withdraw for the California Bar Examination must complete this form.

Note: Stopping payment on a check, dishonoring a check or disputing a credit card charge does not constitute withdrawing from an examination. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashier's check prior to being allowed to take any future examination. Requests received after the final withdrawal deadline will not be processed.

Social Security Number

--	--	--	--	--	--	--	--	--

Date of Birth

--	--

Month

--	--

Day

--	--

Year

APPLICANT'S FULL NAME

[illegible]

Last Name

[illegible]

First Name

Middle Name

## MAILING ADDRESS

It is the applicant's responsibility to inform the Committee in writing of any address changes. All correspondence will be mailed to the current mailing address on file. Address changes must be submitted on the designated form and must be accompanied by the appropriate proof of identity.

Check here if this is an address change ☐

[illegible]

Number/Street and Apartment Number

[illegible][illegible]

Address Continued

[illegible]

City or Non USA City and Country

--	--

State

--	--	--	--	--

Zip Code (U.S.)

I \_\_\_\_\_ hereby withdraw from the \_\_\_\_\_ California Bar Examination.  
Month Year

I understand that there is no provision for the transfer of fees from one examination to another and that the only refund I will be entitled to, if any, is that which is specified in the Instructions for Application to Take the California Bar Examination. I further understand that if I decide to reinstate my application, the reinstatement request must be received by the Office of Admissions no later than the final filing deadline, and, that I will be subject to any late filing fee applicable at that time. I further understand that if I decide to apply to a future examination, I will be subject to the same filing deadlines as first-time applicants.

Signature \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

## TEST CENTER CHANGE FORM

\_\_\_\_\_  
Name

\_\_\_\_\_  
Registration No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Test center change requests must be received in the Los Angeles Office of Admissions no later than June 15, 2005. If you did not initially select a laptop computer test center, but you are requesting to change to one, you must pay the laptop fee and late laptop request fee.

Please indicate below your current test center and the desired test center.

NAME	CODE
FROM	
TO	

Signature \_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY
TEST CENTER CHANGE
Date Received: _____
Recommendations: _____
Grant <input type="checkbox"/> Deny <input type="checkbox"/>
From: _____ To: _____
Signature of Approval: _____





Office of Admissions  
The State Bar of California

**ADDRESS CHANGE FORM**

Applicant Registration Number: \_\_\_\_\_ *Date of Birth* \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

New Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip or Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

In order for the Office of Admissions of The State Bar of California to update your address in its records, this request must be accompanied by a photocopy of one piece of identification. Accepted examples: Driver's License, Passport, CA Identification Card, Military ID Card, or Birth Certificate.

☐ Identity document attached: \_\_\_\_\_

Signature: \_\_\_\_\_ Effective Date: 

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Admissions records, including address records maintained by the Office of Admissions, are confidential. (Please note that if you are admitted to the practice of law and you are a member of the State Bar of California, the information provided above is considered public.)

Send Form to: The State Bar of California  
Office of Admissions  
1149 South Hill Street  
Los Angeles, CA 90015-2299

For Official Use Only  
DL: \_\_\_\_\_  
Passport: \_\_\_\_\_  
ID Card: \_\_\_\_\_  
Other: \_\_\_\_\_